Stellar Phoenix

Word Repair V5.0

User Guide

Overview

'**Stellar Phoenix Word Repair**' is designed to repair corrupted '**Microsoft Word**' (.doc and/or .docx) files. This software scans selected '**Word**' documents and uses an advanced algorithm to restore 'Word' files back to their original state. The repaired files can either be saved at their original location on the hard disk, or at any user-specified location.

The software gives three types of repair options to users - '**Start Repair**', '**Advance Repair**', and '**Raw Preview**'. The last two options are available only for .doc file while the first one can be applied on both .doc and .docx files.

User can preview 'Word' files in three different modes - '**Full document**', '**Filtered Text**', and '**Raw Text**'. 'Full document' view displays scanned file exactly as a 'Word' file opened in 'Microsoft Word'. 'Filtered text' shows only the text of the 'Word' file without formatting and other attributes of the content. 'Raw Text' shows machine-readable format of the file.

User can search for 'Word' files in folders and drives. You can save individual or all files. In addition, you can save files at the original location or at a location of your preference.

What's New

- Repairs online videos inserted in Word 2013 files.
- Repairs online pictures inserted in Word 2013 files.

Key Features of Stellar Phoenix Word Repair

- Provides options of '**Start Repair**', '**Advance Repair**', and '**Raw Preview**'.
- Preview of files in '**Full document**', '**Filtered Text**', and '**Raw Text**' formats.
- Searches for 'Word' documents (.doc, .docx) in a folder or a drive.
- Repairs text, font (color, size, name), hyperlinks and preserves formatting of original document.
- Repairs 'Header/Footer'.
- Repairs 'Bookmarks'.
- Repairs 'Charts'.
- Repairs 'Comments'.
- Repairs 'Footnote/Endnote'.
- Repairs 'Auto shapes'.

- Repairs 'Pictures'.
- Repairs 'Fields'.
- Repairs 'Controls'.
- Repairs 'Caption'.
- Generates 'Log report' for further analysis.
- Supports MS Word 2013, 2010, 2007, 2003 and XP (2002).
- Compatible with Windows 8 / Windows 7 / Vista / 2003 / XP / 2000.

Features

'**Stellar Phoenix Word Repair**' has many features that make it unique among other products. It has the ability to perform whole drive scan to search all the 'Word' files and to repair corrupt files without any kind of modification to original files.

The main features can be listed as follows:

- **Search for 'Word' Files**: '**Stellar Phoenix Word Repair**' gives a unique user-friendly option to search for 'MS Word' files with .doc and .docx extension if the exact location of file is unknown or forgotten. You can search your file in whole hard drive, volume or a folder. Search result shows the name, size, creation date and modification date of the files. These options help in selecting and identifying the required 'Word' file for repair.
- **Preview of Files**: '**Stellar Phoenix Word Repair**' gives an option to preview corrupted 'Word' file after scanning. User can preview in three different formats - Full document, Filtered text and Raw text. Preview option enables user to take decision like whether to further examine the file or simply repair the file.
- **Advance Repair**: The software gives user the option to go for 'Advance Repair' if the corrupted file has not been repaired or the repaired file is not satisfactory. This option is available for .doc files only.
- **Raw Preview**: If user is not satisfied with the result even after doing 'Advance Repair', he can go for 'Raw Preview'. Like 'Advance Repair', this option too is available for .doc files only. It previews everything that is found in the file in the format of 'Raw Text' (machine readable format).
- **Generation of 'Log Report'**: 'Log report' contains details of the repair process such as beginning of the process, end of the process, name of the corrupted 'Word' file and so on.

Installation Procedure

Before installing the software, ensure that your computer meets the minimum system requirements to install '**Stellar Phoenix Word Repair**'.

Minimum System Requirements

Processor : Pentium Class

Operating System: Windows 8 / Windows 7 / Vista / XP / 2000

Memory : 512 MB (1 GB recommended)

Hard Disk : 50 MB of free space

MS Office: 2013 / 2010 / 2007 2003 / 2002 (XP)

To install the software:

1. Double-click **StellarPhoenixWordRepair.exe** executable file to start installation. **Setup - Stellar Phoenix Word Repair** dialog box is displayed.
2. Click **Next**. **License Agreement** dialog box is displayed.
3. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. **Select Start Menu Folder** dialog box is displayed.
5. Click **Browse** to provide path for program's shortcuts. Click **Next**. **Select Additional Tasks** dialog box is displayed.
6. Select check boxes as per your choice. Click **Next**. **Ready to Install** dialog box is displayed.
7. Review your selections. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
8. On completion of the installation process, **Completing the Stellar Phoenix Word Repair Setup Wizard** window is displayed. Click **Finish**.

You can clear '**Launch Stellar Phoenix Word Repair**' check box to stop the automatic launch of the software.

Launching the Software

To launch Stellar Phoenix Word Repair in Windows 8:

- Click **Stellar Phoenix Word Repair** tile on the home screen.

  Or,

- Double click **Stellar Phoenix Word Repair** icon on the desktop.

To launch Stellar Phoenix Word Repair in Windows 7 and lower:

- Click **Start -> Programs -> Stellar Phoenix Word Repair -> Stellar Phoenix Word Repair**.

  Or,

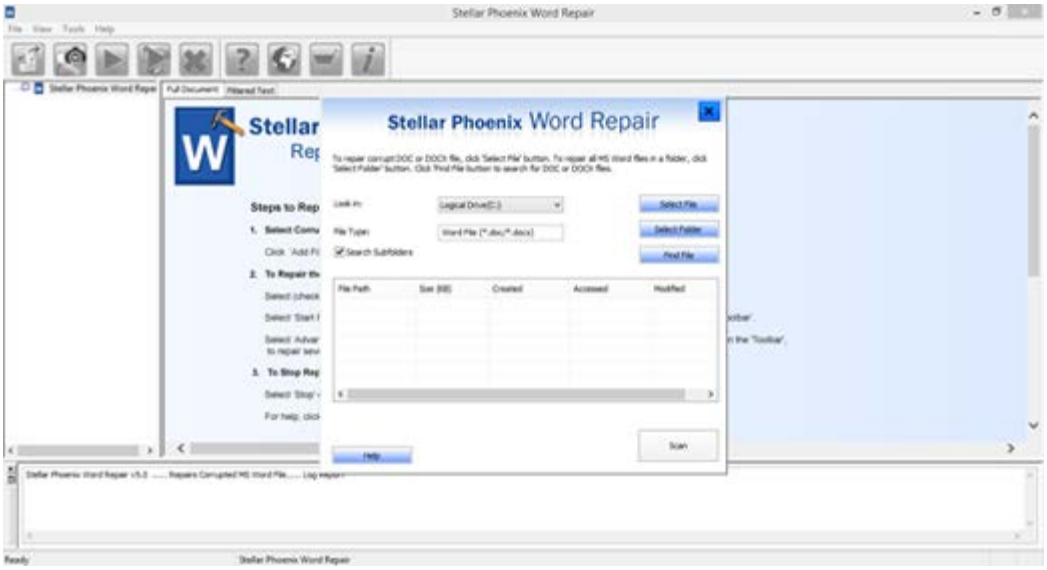
- Double click **Stellar Phoenix Word Repair** icon on the desktop.

  Or,

- Click **Stellar Phoenix Word Repair** icon in **Quick Launch**.

User Interface

'**Stellar Phoenix Word Repair**' has a very simple and user friendly 'Graphical User Interface' (GUI) as shown below:

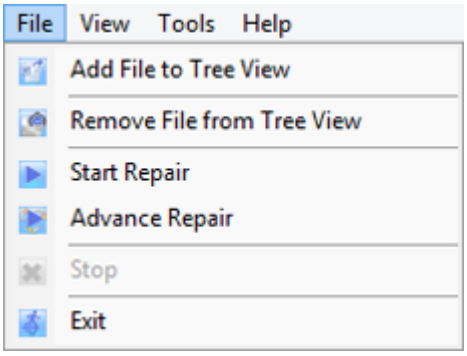


With '**Menus**' and '**Tools**' on the user interface, you can access its various features quite easily.

Menus

The menus of **Stellar Phoenix Word Repair** software are described below:

File Menu



Add File to Tree View

Use this option to add 'Word' files to the tree view.

Remove File from Tree View

Use this option to remove selected files from tree view.

Start Repair

Use this option to start the repair process.

Advance Repair

Use this option to repair severely corrupted files.

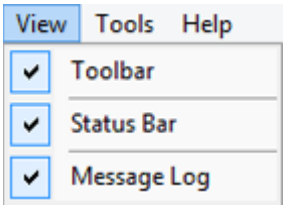
Stop

Use this option to abort scanning or repair process.

Exit

Use this option for closing the application.

View Menu



Toolbar

Use this option to Show / Hide the toolbar.

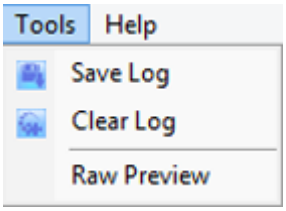
Status bar

Use this option to Show / Hide the 'Status bar'.

Message Log

Use this option to Show / Hide the 'Message Log'.

Tools Menu



Save Log

Use this option to save the log report.

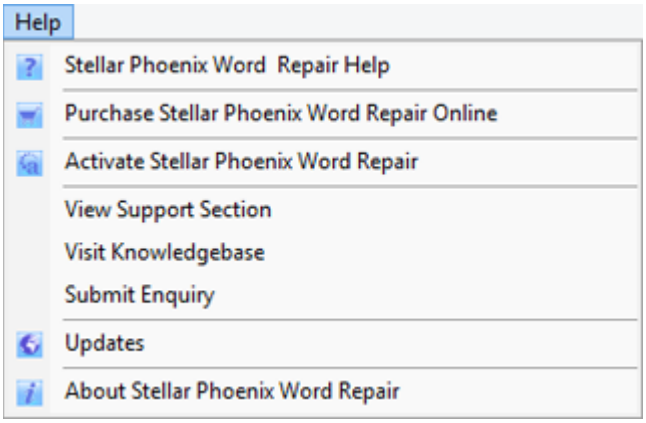
Clear Log

Use this option to clear the log report contents.

Raw Preview

Use this option to previewing .doc files in '**Raw Text**' format.

Help Menu



Stellar Phoenix Word Repair Help

Use this option to open the help manual of the software.

Purchase Stellar Phoenix Word Repair Online

Use this option to buy **Stellar Phoenix Word Repair**.

Activate Stellar Phoenix Word Repair

Use this option to activate your copy of **Stellar Phoenix Word Repair**.

View Support Section

Use this option to visit the support page of stellarinfo.com

Visit Knowledgebase

Use this option to visit the Knowledgebase articles of stellarinfo.com

Submit Enquiry

Use this option to submit enquiry to stellarinfo.com

Updates

Use this option to update your software.

About Stellar Phoenix Word Repair

Use this option to read information about the software.

Buttons

Stellar Phoenix Word Repair software has the following Toolbar buttons:

Add File to Tree View

Click this button to open '**Stellar Phoenix Word Repair**' box, where you can select and search for 'Microsoft Word' files from folders and volumes. In addition, you can start scanning files using 'Scan' button in this dialog box.

Remove File from Tree View

Click this button to remove the checked files from the tree view.

Start Repair

Click this button to start repairing corrupt 'Word' file(s.)

Advance Repair

Click this button to access advance repair options.

Stop

Click this button to abort an ongoing process.

Stellar Phoenix Word Repair Help

Click this button to open the help manual for **Stellar Phoenix Word Repair**.

Updates

Click this button to update your software. Use this option to check for both, major and minor versions of the software.

Purchase

Click this button to purchase the software.

About Stellar Phoenix Word Repair

Click this button to read more information about the software.

How to Order?

'**Stellar Phoenix Word Repair**' can be purchased by making payments online using a credit card. Please visit, http://www.stellarinfo.com/file-repair/word-repair/buy-now.php for more information and to place an order.

You can find various offers, available at the site to buy the software. For evaluation, you can also download the latest demo version of the software from the web site.

If you have demo version of the software installed, click '**Purchase**' icon on the main user interface to open the buy page of the software.

Once the payment is complete, an activation serial number along with activation details is sent via e-mail.

How to Activate?

Once the '**Serial Key**' has been received after purchasing the software, the software can be activated.

To register the software:

1. Run demo version of the software.
2. On the '**Help**' menu, Click '**Activate Stellar Phoenix Word Repair**'.

3. Type '**User Name**' and the '**Activation Code**'. Click '**OK**'.

How to Update?

There are periodical software updates provided by Stellar Information Technology Private Limited for '**Stellar Phoenix Word Repair**' software. The software updates should be done to keep the software up-to-date. The updates can be a newly added functionality, a new feature, a new service or any other information that can be important for improvement. '**Stellar Phoenix Word Repair**' software can be updated over internet.

To update the application, follow these steps:

1. Click on '**Updates**' button in application tool bar or select '**Updates**' option in '**File**' menu. '**Update Wizard**' dialog box is displayed.

Stellar Phoenix Update Wizard
Update Wizard
Stellar Information Technology Pvt. Ltd.
Welcome to the Stellar Phoenix update wizard
Update wizard checks for the latest updates available and updates product if a newer version is available online.
It is strongly recommended that you close all other running applications before clicking 'Next'. This will help prevent any conflict during the update process.
Click Next to continue...
< Back
Next >
Cancel

2. Click '**Next**'. A busy timer shows that updates are being searched. After the search is finished, you will get a message about availability / non-availability of updates.
3. If updates are not available, click '**Cancel**' to close the wizard.
4. If updates are available, click '**Next**' to download update files from the server. When the process is complete, the software will upgrade to the latest version.

- Demo version of the software cannot be updated.
- If major version of the software is available, you have to purchase the software to upgrade it.

How to Uninstall the Software?

In two ways you can uninstall '**Stellar Phoenix Word Repair**'.

Click '**Start**' -> '**All Programs**' -> '**Stellar Phoenix Word Repair**' -> '**Uninstall Stellar Phoenix Word Repair**'. Follow on screen instructions to completely remove the software, including registry entries from your computer.

Click '**Start**' -> '**Control Panel**' -> '**Add or Remove Program**'. Select '**Stellar Phoenix Word Repair**' entry from the displayed list and click '**Change/Remove**'. Follow on screen instructions to completely remove the software as well as registry entries from your computer.

Stellar Support

Our '**Technical Support**' professionals will give solutions for all your queries related to '**Stellar**' products.

You can either Call Us or Go Online to our support section at http://stellarinfo.com/support/

For price details and to place the order, click http://www.stellarinfo.com/file-repair/word-repair/buy-now.php

Chat Live with an Online technician at http://stellarinfo.com/support/

Search in our extensive 'Knowledgebase' at http://www.stellarinfo.com/support/kb/

Submit enquiry at http://www.stellarinfo.com/support/enquiry.php

E-mail to 'Stellar Support' at support@stellarinfo.com

Support Helpline **Monday to Friday [24 Hours a day]**	
USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Skype Id	stellarsupport
Email Orders	orders@stellarinfo.com

Select Files

You can add individual file, all files in a single folder or multiple files in '**Stellar Phoenix Word Repair**' software for repair.

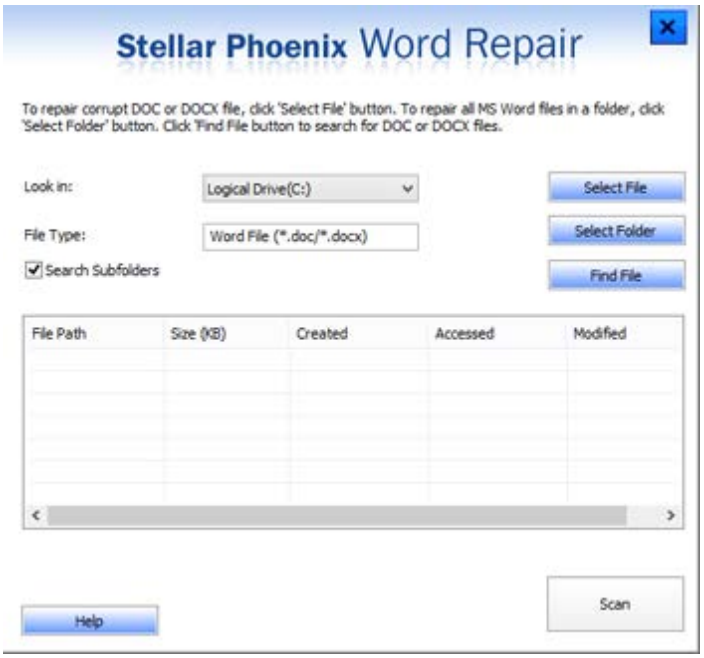
To add files:

Click '**Add File to Tree View**' icon on the tool bar.

or

Select '**Add File to Tree View**' option from '**File**' menu.

'**Stellar Phoenix Word Repair**' dialog box opens as shown here:



To select a single 'Word' file

1. Specify drive to search for files in '**Look in**' list box.
2. Click '**Select File**' button, locate and select the required '**Word**' file in the '**Open**' dialog box. Click '**Open**', and then click '**Add**'.

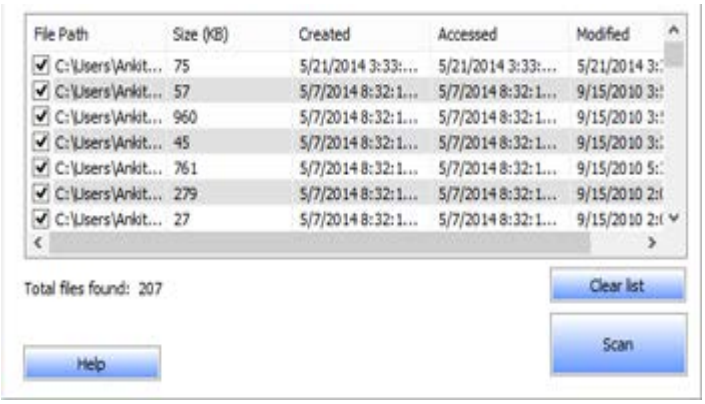
To select all 'Word' files in a single folder:

1. Specify drive to search for files in '**Look in**' list box.
2. Click '**Select Folder**' option.

To select multiple 'Word' files:

1. Specify drive to search for files in '**Look in**' list box.
2. Click '**Find File**'.

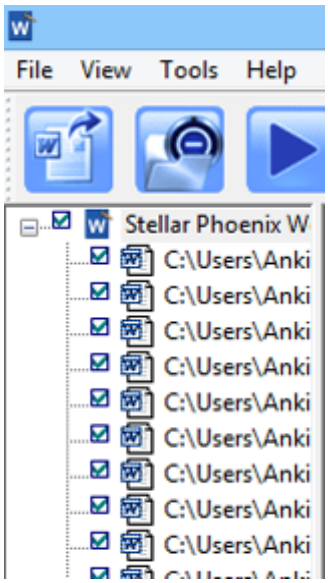
When you select '**Select Folder**' or '**Find File**' option, the application starts searching for 'Word' files in the specified folder/drive and displays a list of files found accordingly.



1. Select the check boxes of files that needs to be repaired. '**Scan**' button will be enabled.
2. Now you can start the process of scanning by pressing '**Scan**' button.

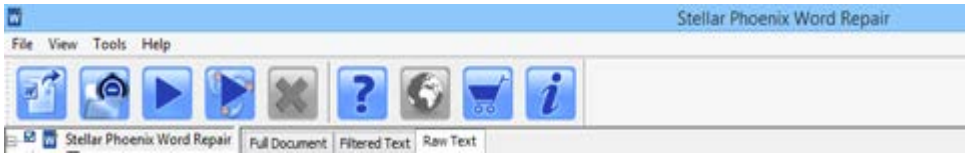
Preview Files

After scanning, '**Stellar Phoenix Word Repair**' shows preview of corrupted 'Word' files. It helps you evaluate files before repairing. You can view the content of files in three different formats - '**Full document**', '**Filtered text**' and '**Raw text**'. These file previews are available according to the state of the damage. In case of severely damaged files, the software provides plain text preview of the file content in '*Filtered text*' and '*Raw text*' view. If you want to preview a file, double click on the required file in the tree view.



To preview the file:

Click on file in the left pane or right click and select '**Preview**'. Click '**Full Document,**' '**Filtered Text**' or '**Raw Text**' tab in the middle-box of main user interface, to preview files in 'Word' format or in plain text.



'Raw Text' tab is displayed only when 'Raw Preview' option is selected from the 'Tools' menu. This option is available for .doc files only.

- **Full Document View**

This will show preview of document in '**Microsoft Word**' format. It shows all formatting, embedded images, text formatting, hyperlinks and other attributes of document.

- **Filtered Text View**

This shows the content of documents in plain text. Click '**Filtered Text**' tab to view this format.

- **Raw Text View**

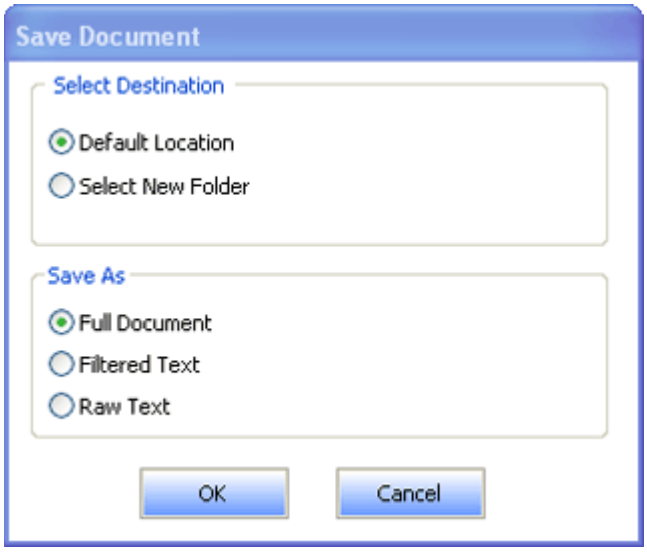
This shows content of the file as machine-readable text. Preview in raw format is available for .doc files only. To view files in this format, select .doc file from the tree and select '**Raw Preview**' from '**Tools**' menu. '**Raw Text**' tab will appear. Click this tab to see file preview.

Repair Word Files

'**Stellar Phoenix Word Repair**' repairs '**Microsoft Word**' files and allows you to save them at your preferred location. You can repair individual or multiple files using the software. In addition, you can save the repaired files in original '**Word**' document format, in plain text format, or in machine-readable format.

To repair corrupt 'Microsoft Word' files:

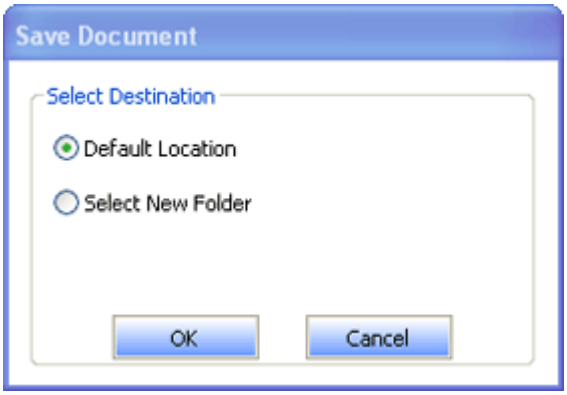
1. Select File to be repaired and start scanning.
2. Preview files and decide upon the format you want to save the file in.
3. Select the check boxes of files that needs to be repaired. Now you have two options:
    - **Start Repair:** This option is available for .doc and .docx files both.
    - **Advance Repair:** This option is available for .doc files only.



Click '**Start Repair**' icon on the tool bar or right click on selected file and choose '**Repair**' option from the drop down menu. 'Save Document' dialog box opens as shown.

Select '**Default Location**' or '**Select New Folder**'. Former will save the file to its original location from where it is selected. Latter allows you to specify new destination.

Decide whether to save files in '**Full Document**', '**Filtered Text**' or '**Raw Text**' format and click '**OK**'. Repair process will start and file(s) will be saved in desired format at specified location.



Click '**Advance Repair**' icon on the tool bar or right click on selected file and choose '**Advance Repair**' option from the drop down menu. You will be asked for destination to save file(s) as shown in the figure on left.

Here, choose either default or new location as the destination for saving file(s) and click '**OK**'. All selected files will be repaired and saved at the specified location.

Remove File from Tree View

You can remove files from the '**Stellar Phoenix Word Repair**' node displayed after scanning of files. If there are undesired files in tree, you can remove these files without closing the software.

To remove files:

1. Select the check boxes of files need to be removed.
2. Click '**Removes File from Tree View**' icon on tool bar or select '**Remove File from Tree View**' option in '**File**' menu.
3. A dialog box will appear, click '**Yes**' to remove the selected files.

By default, all files are checked when you add files in the tree. If you click '**Remove File from Tree View**' icon, all files will be removed. Therefore, ensure that you select the required files only.

Log Report

Log window shows the progress of the current process. The log window displays messages such as beginning of the process, end of the process, name of the corrupted file, etc.

- **To enable log window**
    - In **View** menu, select **Message Log**.
- **To save log information**
    - In **Tools** menu, select **Save Log**. In **Save As** dialog box, specify the destination where log file should be saved. Click **Save**.
- **To clear log information**
    - In **Tools** menu, select **Clear Log**.

FAQs

1. **What does the demo version of 'Stellar Phoenix Word Repair' do?**

   Demo version of the software only scans file(s) and shows their preview. To save repaired file(s), you need to purchase and register the software.

2. **Can I use 'MS Word' while 'Stellar Phoenix Word Repair' software is running?**

   No, please make sure that '**MS Word**' is closed while '**Stellar Phoenix Word Repair**' is running.

3. **Can I view my original file after repairing?**

   Yes, you can view your original file because '**Stellar Phoenix Word Repair**' does not make any changes in the original file but saves the repaired file as another file.

4. **What styles, formats and objects are repaired in 'Word' document using 'Stellar Phoenix Word Repair'?**

   '**Stellar Phoenix Word Repair**' preserves formatting of original document and repairs text, font color, font size, and hyperlinks of the document. The software also repairs tables, embedded images, and other attributes of '**Word**' files like header and footer.

5. **I have forgotten the location of corrupted ' MS Word' file to be repaired. Can the software help me find those files?**

   Yes, '**Stellar Phoenix Word Repair**' gives you option to search for '**Word**' file(s). For full instructions, please refer '**To select multiple files'** option in Select File topic of this help manual.

6. **I can not see any button or menu for 'Raw Text Preview'. How can I go for it?**

   It is very simple. After scanning the word file, select **Raw Preview** from **Tools** menu to preview raw text. This option is only available for Word document files only (*.doc).

7. **Can I repair my password protected word file using Stellar Phoenix Word Repair software?**

   Stellar Phoenix Word Repair software can repair all word files except password protected ones. So ensure that the file you are trying to repair is not a password protected one.

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